



St Joseph's School Portland

School IT Plan

Element	Area	Current Practice	Target Practice	Actions What?	Resources & Budget How? Costs?	Responsibilities Who?	Timeline When?	Success measure
Leadership – Enabling Teaching & Learning	ICT Plan Policy	<ul style="list-style-type: none"> There is no IT plan. Updated policy document. 	To develop a shared IT Plan and, and up to date policy for St Joseph's School.	Investigate current situation at SJS – carry out an audit of resources.		Class Teachers	2012	Current policy & IT Plan.
			The Policy developed with teaching staff, is clearly understood, articulated and shared across the school. The IT plan is aligned with the School Strategic Plan and integrated with whole school planning process.	The IT vision statement is disseminated to the school community through the newsletter, the school website, parent evenings and the Principal's annual report.	Website, newsletter, Principal's report, parent evenings	IT coordinators	2012	All school community members are aware of the school's IT vision.



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	Cyber Safety	Update current guidelines & formulate Cyber Bullying Policy.	<p>Establish a Cyber Bullying policy to be included in the school well being policy.</p> <p>Develop guidelines for acceptable use of internet, that are sent home at the beginning of each year and signed by parents – and students in Years 3-6.</p> <p>-Acceptable use of IT in classroom guidelines to be developed and signed by teachers.</p>	<p>-Development of policy & guidelines</p> <p>-Display guidelines in classrooms</p>	<p>Internet sites – Cyber Bullying (Vickie Vance)</p> <p>Letters to Parents</p> <p>Parent meetings on use of Internet</p> <p>-Cybersmart government website</p>	Principal IT Coordinator Teachers	2012-2013	<p>-A clear strategy exists for dealing with Cyber Bullying</p> <p>-Teachers well informed of guidelines</p> <p>-Parents well informed of developed guidelines.</p>
	iPads	No iPads currently utilised within school environment	Investigate use of iPads within classroom settings	<ul style="list-style-type: none"> Purchase 1 iPad per teacher to assist in classroom setting and use app criteria to pre-evaluate 	<p>\$\$\$?</p> <p>Unknown</p> <p>utilise CEO buying power / iTunes card for apps</p>	IT coordinator Principal & Teachers	2013 x1 per teacher	Design correct strategy for appropriate iPad usage within the classroom context



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Leadership - Enabling Teaching & Learning	School Website	School Website used as an effective way of communicating to parents and promoting the school	Continue the development of the school website as a vital means of communication – eg. School newsletter, calendar, policies, curriculum information.	Ensure information is accurate, up-to-date and out dated posts are deleted.	Website upgrade cost	Principal Administration	Annually 2013	- Community usage of website parent & Portland community
			Keep the school website current.			Class Teachers	Continually	
			Use the school website to showcase student's work.	Staff to provide class work to add to the website on a regular basis.	NIL	Class Teachers & Administration	2012	Response -Continual contribution of classroom teachers



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Element + ICT Drivers	Area	Current Practice	Target Practice	Actions What?	Resources & Budget How?	Responsibilities Who?	Timeline When?	Success measure
Teacher Capability - Developing Professionals	IT in Classrooms	Limited discussion about successes using IT in classrooms	Staff members to articulate and work towards one IT goal each term. Ongoing usage for staff in the use of Smartboards	Staff members discuss at the beginning of each term and establish a plan for achieving an IT goal	Staff Meeting	Class teachers and IT coordinator.	2011-2014	Staff IT Competency + increase usage by all teachers
	Developing Knowledge & Resources from External Sources	Limited attendance to IT Professional Development	Conduct school visits, attend in-services to enhance teacher understanding and use of ICT in the classroom. - CEO Professional Development courses online	Staff to attend in-services and workshops . - Staff self-enrol	Outsource * In- services * Casual teacher Staff	Class teachers Principal Staff	2012-2013	Increase usage & confidence by staff with new IT Resources Success in classroom
	National Curriculum	The development of the National Curriculum is now complete by BOS.	Use access to BOS sites and on-line learning to assist with the implementation of the NSW National Curriculum	- Staff meetings - CEO meetings - - Online learning - - Online programming	- Casual teacher - Pupil Free Days (CEO)	CEO Hub & Spokes Principal Teachers	2013-2014	-Smooth transition into the understanding and use of the new curriculum.



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Learning Resources - Supporting Learners	Documentation/ Scope & Sequence of Learning	IT Skills are taught to students in K-Year 6 within lessons.	Work towards integrating IT throughout the curriculum. Teachers to use a School IT Scope and Sequence to determine skills to be taught in each year level annually and documented in programs.	Staff will plan and demonstrate the integration of IT in one Learning Area each term.	Nil	Class Teachers - support available from the IT coordinator.	2012-2014	IT embedded in class programs
	Smartboards	Students are provided some opportunities in some curriculum areas to use IT.	Teachers to design and implement lessons to be used with Smartboards.	Match learning content to experiences & learning on internet sites.	NIL	Class Teachers Smartboards	2012 -ongoing	Sharing of Smart resources by staff.
	Laptops	Laptops used at various times throughout the week	In 3-6 classroom increase use of Laptops within routine lessons.	Plan lesson incorporating the use of laptops	Laptops	Primary Teachers	2012 -ongoing	Students learning supported by the use of laptops
	Powerpoint Presentations	Students beginning to develop multimedia presentations	Explore & trial with the senior class a multimedia presentation as evidence of learning.	Yr 5/6 plan & produce presentations	Teacher	Senior Teacher	2012 -ongoing	Presentation of senior class powerpoint presentation



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	Internet Learning Sites	Teachers using Internet Resources and becoming familiar with sites	Increase the use of: <ul style="list-style-type: none"> - Ideal Resources - SKWIRK - Study Ladder. - TESS - Liturgy.com 	Students learning extended through use of IT multimedia & teacher resource programs enhanced	SKWIRK Ideal Resources Study Ladder TESS & liturgy.com Subscriptions	Class teachers	2013 - ongoing	Students learning supported by use of internet learning
	Internet logons for Homework	Internet sites can be logged onto for homework opportunities	Set homework for class using internet sites/wikis	Investigate and trial the use of Homework tasks completed on-line	NIL	Class Teachers	2013-2014	The number of students completing on-line tasks



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Infrastructure - Building Infrastructure	IT Trolley Laptops	An IT trolley has been set up with 11 laptops located in the Library. Each classroom has access to 3 or more computers attached to a printer.	Establish a 4 Year Plan for the upgrade and replacement of equipment.	The Principal will create a plan.	Approximately \$???? Per annum?	School Principal IT coordinator Staff	2012 & ongoing	A budget that allows for the ongoing upgrade and replacement of equipment.
	Digital Cameras	Each class has access to a digital camera in the school	Update digital cameras	Investigate purchasing of digital cameras and / or iPods, iPads for purpose of photographing & use in lessons.	P&F?? School Budget	School P&F Principal Teachers	2012-2014	Embedding photos into work. Use for school publicity. -Evaluation & assessment photos of student work